



## Rotary District 6290 District International Grant Application 2023-2024

### WHAT IS A DISTRICT INTERNATIONAL GRANT?

District 6290 International Grants support international humanitarian service projects in another country. Rotary Clubs or districts from two countries work collaboratively to implement a project.

### WHO CAN APPLY?

Your District 6290 Rotary Club may apply if it is in good standing with Rotary International and Rotary District 6290 and your club must meet the following eligibility requirements:

- A. The Rotary Fund Contribution: Clubs must have contributed to the Rotary Foundation Annual Fund with an average of \$100 per club member during the 2022-2023 Rotary year. If the project is a collaborative project, each club must meet the giving requirement to receive matched funds for the grant project.
- B. Grant Management Seminar: As of July 1, 2022, if a club has 20 or more members, at least two (2) of its members (the project chair/grant writer and one other member of the project committee) must successfully complete the live or online Grant Management Seminar (GMS) in 2022 or 2023 with both signing the grant application. As of July 1, 2022, if a club has less than 20 members, only one (1) member (the project chair/grant writer) is required to successfully complete a Grant Management Seminar in 2022 or 2023 and sign the grant application. Everyone must have completed the course before October 15<sup>th</sup> at midnight.
- C. Please Note: Any member listed as a Grant Committee Chairperson or Committee Member for a grant project under application for the 2023 cycle who successfully completed the GMS for the 2022 grant cycle does not need to take it again for 2023. This new ruling applies ONLY to every other year. In 2023 only 2022 completions can be exempted and 2021 completions will have to retake the 2023 GMS. If the club president is also the Project Chairperson/grant writer for the project they would also have to successfully complete the GMS.
- D. Memorandum of Understanding and District Addendum: Clubs must complete and the district must receive by October 15, 2023, the Combined Club Memorandum of Understanding and District Addendum for 2023-2024 / 2024-2025.
- E. International and District Dues: Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2023.
- F. Final District Grant Reports: All clubs requesting matching funds must be current with Final Grant Report requirements for previously received grants. (Report format is on the District web site under Our Foundation and District Grants.)

- G. Grant Committee Review Meeting: Clubs will be required to participate, via a Zoom conference call, in the District Grants Committee meeting on Tuesday, November 7, 2023, to briefly explain the grant request and answer any committee member questions.

## GRANT POLICY FOR DISTRICT INTERNATIONAL GRANTS:

1. **Durable Goods** - Sustainability has always been a desirous inclusion in all District Local Grants. Generally speaking, grants that provide “Durable Goods” to a beneficiary organization fulfill this desire for sustainability. This is so because the “Durable Goods” provide benefits beyond the year in which the grant was awarded. Grant requests for “Durable Goods” will be processed using all the same guidelines as in the past.
2. **Consumable Goods** - Some cases clubs have wanted to provide “Consumable Goods”, like food or cash cards to benefitting organizations. As stated above, these grants do not meet the desirous inclusion of sustainability, yet do provide important benefits to the beneficiaries.
3. **Grant Requests** - Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2023-2024, continue to be evaluated on their own merits, as in the past. In the case that a grant request for “Consumable Goods” is submitted on a recurring basis, it will only be awarded funds twice in any given five-year period. (Grant awards in past years do not count towards this two-in-five-years formula.)
4. **District Funds** - Clubs should avoid requesting District funds supporting the same projects/programs year after year such as to become part of the annual budget of the benefitting organization. Definition of “same” project/program is when the same project, program, entity or organization is being supported, or the same people are benefitting each year.
  - a. In all cases, District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.
  - b. Additional limitations on District Local Grant funds are on the District website under District Grant Fund Policies.

## FUNDING LIMITS AND HOW TO APPLY:

Your minimum request of \$1,000 USD up to a maximum \$5,000 USD per eligible Rotary Club in District 6290 will be considered for a District International Grant. The actual District International Grant Application Form follows on page 5.

## WHAT ARE THE REQUIREMENTS OF A DISTRICT INTERNATIONAL GRANT?

District International Grants must involve a (host) Rotary Club or district in the project country and your Rotary Club in District 6290, implementing a humanitarian project. Partners are expected to:

1. Maintain communication for the life of the project.
2. Establish a committee of at least three Rotarians to oversee the project.
3. Treat grant funds as a sacred and legal trust.

4. Maintain clear and accurate accounting records.

### ALL PROJECTS MUST HAVE ACTIVE ROTARIAN PARTICIPATION AND OVERSIGHT:

#### Active participation can include:

1. Managing project funds.
2. Visiting the project site on an as-needed basis.
3. The international and host partners share information via correspondence.
4. The partners share expertise.
5. Purchasing, shipping, or distributing items purchased.
6. Publicizing the project to local media and the district.

### WHAT PROJECTS ARE ELIGIBLE FOR A DISTRICT INTERNATIONAL GRANT?

District International Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the district 6290 Grants Committee.

ELIGIBLE:	INELIGIBLE:
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings, rent for housing
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by

ELIGIBLE:	INELIGIBLE:
	a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship

### WHAT ARE THE REPORTING REQUIREMENTS?

You must report at least every 12 months for the life of the project. A final report is due within 30 days of the completion of the project, which should be not later than two years after the grant is made. Project partners must be up to date on reporting for previous projects, or your Club will not be eligible to apply for any additional grants until all reports are completed.

### THE ROTARY FOUNDATION SEVEN AREAS OF FOCUS:

- |  |                            |
|--|----------------------------|
| Promoting Peace                                | Supporting Education       |
| Fighting Disease                               | Growing Local Economies    |
| Saving Mothers and Children                    | Supporting the Environment |
| Providing Clean Water, Sanitation, and Hygiene |                            |

### HOW TO SUBMIT THE APPLICATION:

Completed applications should be sent electronically to:

Linda Falstad, District 6290 Grants Committee Chair  
[falstadininitivesllc@gmail.com](mailto:falstadininitivesllc@gmail.com) (Cell Phone) 616-218-1331



# District 6290 District International Grant Application 2023-2024

## PROJECT DESCRIPTION

**Explanation:** District International Grants support the humanitarian service projects of Rotary Clubs and districts. In this section, describe in detail the humanitarian needs your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international club partners.

1. Please provide the project name, and name of the project site, the city or village, state or province, and country.

List multiple  
locations, if applicable.

Project Name \_\_\_\_\_  
Site Name \_\_\_\_\_  
City/Village \_\_\_\_\_  
State/Province \_\_\_\_\_  
Country \_\_\_\_\_

2. Describe the project and the problem or need you will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

3. Describe how the benefiting community will maintain this project after grant funding has been fully expended.

4. Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner Clubs do during the project? Please note that financial support is not considered active involvement.

5. What is the Area of Focus for this project? If there is more than one Area of Focus, include in the list.

6. What will be the impact on the project if full funding from the District is not available?

**HOST PARTNER**

**Explanation: The host partner is the Club or district in the project country.** A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary Club identified below for Club-sponsored projects or belong to Clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary contact information for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication. District 6290 requires a Host Club as part of the District International Grant Application process unless there are special circumstances where an NGO can better fulfill the requirements of a Host Club. The District Grant Committee may approve such a request if they are assured all Rotary International and District 6290 requirements can be met.

**Primary Club/District**

Club	_____	Club ID number (if known)	_____
District	_____	Country	_____

**Primary Project Committee Chair Contact:**

Name	_____		Member ID	_____
Club	_____			
Rotary position	_____			
Address	_____			
City	_____			
State/Province	Postal code	Country		
E-mail	_____			
Home phone	Office phone	Fax		

**Project Committee Member Contact #2:**

Name	_____		Member ID	_____
Club	_____			
Rotary position	_____			
Address	_____			
City	_____			
State/Province	Postal code	Country		
E-mail	_____			
Home phone	Office phone	Fax		

**Project Committee Member Contact #3:**

Name	_____		Member ID	_____
Club	_____			
Rotary position	_____			
Address	_____			
City	_____			
State/Province	Postal code	Country		
E-mail	_____			
Home phone	Office phone	Fax		

## INTERNATIONAL PARTNER

**Explanation: The international partner is the club or district outside the project country.** A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication.

### Primary Club/District

Club \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

### Primary Project Committee Chair Contact:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Committee Member Contact #2:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Committee Member Contact #3:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_





**PROJECT FINANCING**

**Explanation:** Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District International Grant funds. Use of District International Grant funds must have the approval of the district 6290 Foundation Committee Chair and the District Governor. District International Grants will match up to US\$1 for every \$1 the Club donates to the project up to \$5,000.00. The Host Club, or an approved NGO used in place of the Host Club, is responsible for committing at least \$100.00 (USD) to the project.

Host Rotary Club(s) or district inside the project country	Cash (US\$)	District Match				
International Rotary Club(s) or district outside the project country	Cash (US\$)	District Match				
<b>Subtotals: Cash &amp; District Match</b>						
<b>Total: Cash + District Match</b>			D6290 Rotary Foundation Chair Gary Chenoweth		D6290 DRFC Authorization _____	
<b>Additional outside funding</b>			District Governor 6290 Jeff Coil		D6290 DG Authorization _____	
<b>Total project financing</b> (must equal budget on page 10)						

## PROJECT PLANNING

**Explanation:** Before an application is submitted to the District Grant Committee, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary Club / District or Rotarian may not own anything purchased with grant funds.

1. Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary Club or Rotarian cannot own equipment.)
2. Will training in the use and maintenance of technical equipment be provided? If so, who will provide training?
3. Is software necessary to operate any items? If so, has software been provided?
4. Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.
5. Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor Clubs/districts planned and agreed to fund plumbing or electricity for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?
6. Summarize your plan on how the project will gain Rotary brand awareness and public Image recognition in both the International and host communities.
7. Sustainability is highly recommended but not required, if you have a sustainability element in your project, describe how your project is sustainable and for what period of time.

## COOPERATING ORGANIZATION

**Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary Club nor the beneficiary of the project), provide the following:

Name of organization		
Street Address		
City, State/Province	Postal code	Country
Office phone	Fax	
E-mail	Web address	

In addition to the above, the following must be attached:

1. **Letter of participation from cooperating organization that specifically states:**
  - a. **Its responsibilities and how it will interact with Rotarians.**
  - b. **The organization's agreement to cooperate in any financial review of the project.**
2. **A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws**

## FINAL REPORT

**Explanation:** It is required that the Club (s) in District 6290 complete and submit progress and final reports.

"By signing below, our Club/District Project Chair accepts primary reporting responsibility." (must have completed GMS)

Print name	Signature
Rotary Club	District

## TERMS AND CONDITIONS

**Explanation:** Rotary publishes comprehensive Terms and Conditions for all grants, available on the district web site under Our Foundation and Foundation Grants.

## APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS

Please complete all sections of the District International Grant application form and note that incomplete applications will not be considered. Before submitting your form, the following checklist and questions **MUST be completed** to make your application complete. If you have any questions or concerns, please contact the district 6290 Grant Committee.

- A. Does the project meet **all** grant policies and guidelines?
- B. Does the project description clearly state how the project will assist those in need?
- C. Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- D. Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- E. Is a detailed, itemized budget included in the application?
- F. Are all partner contributions listed in the application?
- G. Are commitment letters from the host Club and any other participating Rotary Clubs or NGO included with the application?
- H. Have the Club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures?
- I. Have all six committee members provided their authorizing signatures?
- J. If a cooperating organization is involved, are the following letters included with the application?
  - 1. Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project.
  - 2. Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country.
- K. Are all seven authorizing signatures completed in the application? (One on page 10 under Final Report and six on page 13 under Authorizations).
- L. Have you checked with your Club president or Club treasurer to ensure that your Club's Rotary International and District 6290 dues have been paid?
- M. Does your Club have any outstanding reports from other Rotary grant projects? \_\_\_\_\_  
If yes, please explain.
- N. What was your Club's per capita contribution to the Rotary Annual Fund for 2022? \_\_\_\_\_
- O. If your Club membership as of July 1, 2022 was fewer than 20 members, did project chair/grant writer from your club successfully complete a Grant Management Seminar in 2022 or 2023?
- P. If your Club membership as of July 1, 2022 was 20 or more members, did project chair/grant writer and one additional member of the project committee from your club successful complete a Grant Management Seminar in 2022 or 2023?
- Q. Have you checked to see if the project complies with all legal and safety requirements of the host country?
- R. Has your club signed and submitted the current Combined Memorandum of Understanding and Addendum form?
- S. Has the project chair/grant writer and one other project committee member plus the club president signed the grant application?**

**Completed applications should be sent to: (Please send electronically if possible.)**

**Linda Falstad, Rotary District 6290 Grants Committee Chair**  
[falstadinitiativesllc@gmail.com](mailto:falstadinitiativesllc@gmail.com) (Cell Phone) 616-218-1331

**AUTHORIZATIONS**

Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current Club presidents for Club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary Clubs, districts, and Rotarians involved in this project are responsible to District 6290 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
2. The Club/district agrees to undertake this project as an activity of the Club/district.
3. The partners agree to share information on best practices when asked, and District 6290 may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
4. To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from District 6290 grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of Rotary International.
5. NOTE: Any and all exceptions must be explained in an attached statement.

Host Partner		International Partner	
<input type="checkbox"/> Club president (Club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> Club president (Club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name		Name	
Title		Title	
Rotary Club		Rotary Club	
District #		District #	
Signature		Signature	
Date		Date	

Host Primary Project Chair Contact		International Primary Project Chair (Must complete GSM)	
Name		Name	
Title		Title	
Rotary Club		Year Attended GSM	
Signature		Signature	
Date		Date	

Host Project Member Contact #2		International Project Member #2 (Must complete GSM)	
Name		Name	
Title		Title	
Rotary Club		Year Attended GSM	
Signature		Signature	

Date		Date	
<b>DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION</b>			
<b>Explanation:</b> The District 6290 Grants Committee Chair certifies the application is complete. If the application is not complete or ineligible, it will be returned to the Club (s) responsible for writing the grant application with a brief explanation.			

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all District International Grant guidelines and is eligible for funding."

Print name of DGC Chair: **Linda Falstad**

Signature:

Date: